

The city of Fitchburg

Position Description

Title: Local Building Inspector

Supervisor: Building Commissioner

Salary Range: \$900. To \$996. Weekly

Responsibilities: Under the supervision of the building Commissioner, performs duties related to the enforcement and administration of local, state and federal building codes and zoning laws; deny and revoke certifications and permits; supervise office staff as directed; participate in the development and management of department budget; examine or approve plans for new buildings, the repair, alteration of existing structures.

Duties:

1. Review and approve building and other permits including requirements for building construction, fire prevention, lighting, ventilation, safe egress, and other code requirements.
2. Make on site inspections for compliance.
3. Testify in court and attend City Council and other meetings as directed by the Building Commissioner.
4. Review and approve building applications and construction plans.
5. Respond to citizen complaints concerning building code violations.
6. Complete required city and state reports as required or requested.
7. Be “on call” to respond to emergency situations.
8. Must be able to work a day and evening schedule on a regular basis or as assigned by the Building Commissioner.
9. Maintains daily records of permits granted and on site inspections.
10. All other duties as assigned by the Building Commissioner.

Qualifications:

1. Bachelor's degree, in a related field, with a minimum of five (5) years construction experience, or Associates degree with eight (8) years of related experience, or ten (10) years documented experience in the construction field.
2. Be certified, or have the ability to become certified within an eighteen (18) month period by the Certification Committee or the State Board of Building Regulations and Standards.
3. Have extensive expertise in a minimum of three of the following areas: building construction, lighting, ventilation, safe egress, building materials, or equipment.
4. Knowledge of state and local code requirements.
5. Familiarity with the local building community a plus.
6. Withdraw from all companies/partnerships engaged in construction within the Fitchburg City limits.
7. Must be available seven (7) days for after hours for emergencies.

Physical Component:

1. Requires site visits to structures under construction and construction areas on a routine bases.
2. This position is rated moderate to heavy.

Revised October – 2010
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